

Directory of
Fort Wayne Public Schools

And Public Library

Fort Wayne, Indiana

ALLEN COUNTY PUBLIC LIBRARY



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1919-1920

1919 - 1920



SCHOOL YEAR 1919-1920

FIRST TERM

Begins September 8, 1919
Ends January 30, 1920

SECOND TERM

Begins February 2, 1920
Ends June 18, 1920

HOLIDAYS AND VACATIONS

November 27 and 28, 1919..... Thanksgiving Vacation
December 24 to January 4, inclusive..... Christmas Vacation

MONTHLY REPORT SCHEDULE

Report	Month Begins	Month Ends	Report Due
1.....	September 8....	October 3.....	October 8
2.....	October 6.....	October 31.....	November 5
3.....	November 3.....	November 28....	December 3
4.....	December 1.....	December 26....	January 7
5.....	January 5.....	January 30....	February 4
6.....	February 2.....	February 27....	March 3
7.....	March 1.....	March 26.....	March 31
8.....	March 29.....	April 23.....	April 28
9.....	April 26.....	May 21.....	May 26
10.....	May 24.....	June 18.....	June 18

PAY ROLL SCHEDULE

Pay-Rolls Due	Pay Day	Pay-Rolls Due	Pay Day
September 19....	September 26	February 13....	February 20
October 3.....	October 10	February 27....	March 5
October 17.....	October 24	March 12.....	March 19
October 31.....	November 7	March 26.....	April 2
November 14....	November 21	April 9.....	April 16
November 26....	December 5	April 23.....	April 30
December 12....	December 19	May 7.....	May 14
December 23....	January 9	May 21.....	May 28
January 16.....	January 23	June 4.....	June 11
January 30.....	February 6	June 11.....	June 18

All Pay Rolls are to be delivered at the Board's Office not later than 5 o'clock p. m. on dates when due.

Deductions for the Retirement Fund are to be made on Pay Rolls due October 31, December 23 and February 27.

ORGANIZATION FOR 1919-1920

BOARD OF SCHOOL TRUSTEES AND OFFICERS

ERNEST W. COOK, President

ELY E. PERRY, Secretary

BYRON H. SOMERS, Treasurer

R. W. HIMELICK, Superintendent, Telephone 1100

F. M. PRICE, Assistant Superintendent, Telephone 4362

H. J. COLLIER, Jr., Business Manager, Telephone 1629

CONRAD LEIDOLF, Superintendent of Janitors, Telephone 2087

ELIZABETH DOAN, Clerk

LULU GALLMEYER, Stenographer

W. ARTHUR RODEMEYER, Clerk, Business Manager

WILLIAM H. RATHERT, Employment Certificates
Telephone 1169

DR. CHARLES R. DANCER, Chief Medical Inspector

DR. I. W. DITTON, Medical Inspector

DR. CARRIE BANNING, Medical Inspector

RUDOLPH C. REINEWALD, Attendance Officer
Telephone 1169

MRS. STEPHEN D. SCOTT, Attendance Officer
Telephone 1169

HELEN KETTLER, Accompanist

Teachers Absent on Leave

Martha Clark.....	Illness
Norma Erf.....	Study
Vivian Erickson.....	Illness
Pearl Griffin.....	Illness

Beatrice Kell.....	Illness
Altina Lane.....	War Work
Elizabeth McCracken..	Illness
Emma M. Sauer.....	Illness

Playgrounds

CARRIE A. SNIVELY, Superintendent

MARY D. EDSON, Girls' Industrial Work

J. J. RITTER, Boys' Industrial Work

GEORGE E. CHENOWETH, G. H. RUSSELL, Play Leaders

BOWSER GROUND

Esther Logue, A. M.

Mary Brimmer, P. M.

Henry Otto, Caretaker

LAKESIDE PARK

Martha Clark, P. M.

LAKESIDE SCHOOL

Gladys Johns, A. M.

Marie McMullen, P. M.

LAWTON PARK

Larine Travers, A. M.

Louise Tyger, P. M.

McCULLOCH SCHOOL

Keturah Williams, All Day

Herman Moeller, Caretaker

JAMES H. SMART SCHOOL

Grace Brannan, A. M.

Clara Blondoit, P. M.

Helen Ehle, P. M.

SWINNEY PARK

Ruth Schulthiess, A. M.

Elizabeth Freeman, P. M.

WEISSE PARK

Ruth Reehling, A. M.

Katherine Kampe, P. M.

Substitutes

	Residence	Telephone
Chilla Allmon.....	632 E. Washington St.....	500
Marion Bash.....	1114 W. Wayne St.....	148
Emily Bower.....	328 E. Berry.....	75
Ruth Chausse.....	2517 Fox Ave.....	Red 6633
Grace Coverdale.....	R. R. No. 8.....	Coverdale 9 mile
Opal Ferguson.....	325 McKinnie.....	Green 7813

Mary S. Grosjean.....	1819 Wells.....	2457
Alice Harris.....	439 Downing.....	Red 7264
Jessie Hill.....	White Apartments.....	Green 708
Ada Hilty.....	606 Huffman.....	Green 2821
Florence Johnson.....	711 E. Jefferson.....	Red 4230
Ethel Jopp.....	513 Fourth St.....	Black 2550
Elsie Kettler.....	318 E. Wayne.....	532
Marie M. Kocks.....	324 E. Butler St.....	6218
Attie Lee.....	930 E. Wayne.....	Black 1644
Ettie B. McLauchlin.....	410 Englewood.....	Blue 7446
Harriet McNabb.....	1230 Barthold.....	Red 3327
Marie Martin.....	530 E. Suttonfield St.....	Green 7802
Ruth Mendenhall.....	1130 Jackson.....	1129
Esther Mommer.....	502 W. Main St.....	2692
Laura B. Moring.....	604 Oakdale Drive.....	Blue 6338
Matilda Philley.....	2233 Wells.....	Black 3610
Helen B. Plasket.....	1235 Organ.....	Black 7719
Alice V. Quivey.....	2615 Calhoun St.....	6024
Ina Ritter.....	1014 Webster St.....	Black 1195
Pamela Roberts.....	433 Kinnaird.....	Green 7526
Mildred R. Swift.....	2725 Calhoun St.....	Blue 7989
Elizabeth Townsend.....	904 W. Washington.....	Red 3423
Omah Virts.....	1405 Fletcher Ave.....	Green 2605
Besse R. Wagner.....	1529 California.....	2334
F. J. Young.....	1214 Nuttman.....	Green 7719

INSTRUCTORS

Supervisors

Office Old High School Building, East Wayne Street
 Two Blocks South, one-half Block East from Transfer Corner.
 Telephone 4362

	Residence	Telephone
Gail Calmerton.....	920 Webster St.....	1053
Primary Instruction		
Alice E. Hall.....	719 Jackson St.....	2174
Art		
Henry Meyer.....	1113 St. Joe Blvd.....	Green 2571
Physical Training		
Carrie A. Snively.....	519 West Washington St.....	2895
Assistant Physical Training		
William Miles.....	R. R. No. 13.....	Red 3135
Music		
J. J. Ritter, General Director		
Vocational Education		
1014 Webster Street.....		Black 1195
O. L. Rogers.....	1210 Nuttman Ave.....	Green 7387
Penmanship		
Martha J. Moderwell....	219 West Superior St.....	Black 1933
General Substitute		
Ida Mae Shewmaker....	207 West Wayne St.....	773
Special Factory Teaching		

Fort Wayne Normal School

1115 Rivermet Street
Lakeside Car to Oneida Street, North Two Blocks
Telephone 907

	Residence	Telephone
FLORA WILBER, Principal Psychology and Education		
1030 Lake Ave.....		Green 3917
Jessie A. Lane.....1509 Crescent Ave.....		Black 1427
History and Education		
Ethel W. Shore.....908 Columbia Ave.....		Black 1710
Science		
L. C. Ward.....420 Kinnaird Ave.....		Red 6680
Physiography		
Fred H. Croninger.....2905 Hoagland Ave.....		Blue 6736
Mathematics		
Adelaide L. Fiedler.....905 Columbia Ave.....		651
Teachers Arithmetic		
Laura B. Moring.....604 Oakdale Drive.....		Blue 6338
English		
Mary M. Hopkins.....1002 Columbia Ave.....		Red 2252
Sociology		
Carrie A. Snively.....519 W. Washington St.....		2895
Hygiene and Physical Training		
O. L. Rogers.....1210 Nuttman Ave.....		Green 7387
Penmanship		
Alice E. Hall.....719 Jackson St.,.....		2174
Art		
William Miles.....R. R. No. 13.....		Red 3135
Music		
Adele P. Sauer.....904 Madison St.....		Green 3138
Music		
Clara B. Williams.....31 St. James Apt.,.....		1490
Athletic Games		
Frank Fortmeyer.....1218 Charlotte Ave.....		Red 2886
Janitor		

High and Manual Training School

Corner Barr and Lewis Streets
Lewis Street Car to Door
Telephone 1519

	Residence	Telephone
L. C. WARD, Principal..420 Kinnaird Ave.....		Red 6680
Angeline F. Chapin....710 West Wayne St.....		2267
Clerk		

	Residence	Telephone
Nellie M. Baughman.....	901 West Wayne St.	1937
Mathematics		
Floy E. Caley.....	621 W. Jefferson St.	2453
French		
Emeline J. Carlisle.....	815 Broadway	Blue 2998
Spanish		
C. C. Champion.....	342 East Berry St.
Wood Working		
Fred H. Croninger.....	2905 Hoagland Ave.	Blue 6736
Mathematics		
Elizabeth Cunningham..	547 Wildwood Ave.	6727
Latin		
Alice H. Curtiss.....	12A White Apartment	Red 4312
Domestic Science		
Elizabeth Demaree.....	338 East Washington St.	Blue 2393
English		
Mary D. Edson.....	547 Wildwood Ave.	6727
Sewing		
Mary E. Gardner.....	922 Jackson St.	Black 2273
Mathematics		
Evelyn Gault.....	239 W. Jefferson St.	Red 3949
Freehand Drawing		
Glen A. Gordy.....	212 W. Washington St.	1114
Mathematics		
E. S. Gould.....	3306 Indiana Ave.	Red 7636
Botany		
Philip Greely.....	2908 South Webster St.	Black 6938
Mathematics		
Mary Harrah.....	519 W. Washington St.	2895
Latin		
Robert C. Harris.....	439 Downing Ave.	Red 7264
Physics		
Hazel Hawkins.....	1201 Fulton St.	2387
English		
Louis R. Hull.....	1207 Organ Ave.
Physics		
H. B. Immel.....	916 Oneida St.
Commerce		
W. W. Knight.....	1214 Nuttman Ave.	Green 7719
Forging and Machine Shop		
Mary O. Kolb.....	212 W. Washington St.	1114
History		
Vera Lane.....	2533 Maple Place	6112
English		
Florence Lucasse.....	3130 South Broadway
Latin		
Florence Lyon.....	902 W. Washington	1633
Spanish		
Helen B. May.....	547 Wildwood Ave.	6727
English		

	Residence	Telephone
Marguerite Mayr.....	328 West Berry St.....	Black 3467
French		
Eva M. McKinnie.....	922 Jackson St.....	Black 2273
Latin		
W. L. McMillen.....	215 East Woodland Ave....	Black 6904
English		
Mary E. Maloney.....	212 W. Washington St.....	1114
Latin		
E. H. Murch.....	Y. M. C. A.....	4480
Commerce		
M. E. Murphy.....	2614 Fox Ave.....
History		
Bertha F. Nelson.....	428 Kinnaird Ave.....	Black 6972
French		
Anna M. Newman.....	2533 Maple Place.....	6112
Arts and Crafts		
Milton H. Northrup.....	2910 Oliver St.....
Commerce		
Beniamin Null.....	2820 South Harrison.....
English		
Delivan Parks.....	421 East Washington St....	Black 2314
Commercial		
Mary S. Paxton.....	914 W. Wayne St.....	Red 4358
Mathematics		
Martha M. Pittenger....	611 West Washington St.....
English		
Horace T. Purfield.....	3714 Shady Court.....	Red 7619
Woodworking, Pattern Making and Foundry Practice		
John A. Reising.....	2527 South Harrison.....	Black 6239
Mathematics		
Beulah Rinehart.....	1211 West Jefferson St.....
English		
Martin W. Rothert.....	2815 Broadway.....	Black 7907
Latin		
G. H. Russell.....	206 East DeWald St.....
Woodworking		
Chester A. Scott.....	443 Arcadia Court.....	Red 7401
Mechanical Drawing		
Venette M. Sites.....	730 West Wayne St.....	698
Mathematics		
Mary C. Smeltzley.....	338 East Washington St.....	Blue 2393
History		
Martha Oden Smith....	901 Columbia Avenue.....	1716
French		
L. A. Stroebel.....	2904 South Wayne Ave.....	Blue 6813
Mathematics		
E. M. Suter.....	1435 Broadway.....
Physical Geography		
Marijorie Suter.....	1023 Lake Ave.....	Green 1253
English		

	Residence	Telephone
Harry A. Thomas.....	1136 West Wildwood Ave.....	Blue 7206
Woodworking		
Chas. A. Townsend.....	903 West Washington St.....	Red 3424
Commercial		
Fredrica R. Tucker.....	1316 Harmar St.....	Green 3046
English		
Herbert S. Voorhees....	804 Wildwood Ave.....	Blue 7169
Chemistry		
Alice M. Waits.....	815 Broadway.....	Blue 2998
Spanish-French		
Clara B. Williams.....	31 St. James Apt.....	1490
English		
S. Eva Wingert.....	428 Kinnaird Ave.....	Black 6972
Edith J. Winslow.....	210 Douglas Ave.....	Red 2872
English		
Luretta G. Rhodes.....	826 East Wayne St.....	Green 1362
Maid		
Joseph B. Bobay.....	1513 East Lewis St.....	Black 1381
Janitor		
Martin H. Diemer.....	805 Home Ave.....	
Engineer		
C. F. Lienker.....	1602 Maumee Ave.....	Green 3765
Custodian		
L. S. Nord.....	1430 East Lewis St.....	2765
Janitor		
L. D. Ward.....	1317 Anna St.....	Green 3386
Janitor		

Harmar Junior High School

Corner of Harmar and Jefferson Streets
East Washington Car to Door
Telephone 1099

	Residence	Telephone
ALVIN P. LEVERTON, Principal		
731 Runnion Ave.....		Black 3155
Emma Stanley.....	604 Packard Ave.....	
History and Social Science		
Kate Voss.....	519 West Washington St.....	2895
History and Social Science		
Ida S. Koons.....	1330 Francis St.....	Green 3766
English and Director of Girls' Welfare Work		
Katherine A. Ersig.....	717 E. Lewis St.....	Black 815
English		
Emma E. Kiefer.....	805 E. Washington St.....	Green 2183
Latin, English and Director of Library Work		

	Residence	Telephone
Geneva N. Burwell.....	1040 Columbia Ave.....	Blue 439
Latin and English		
Irene Lepper.....	817 E. Wayne St.....	3490
Penmanship and Science		
Grace G. French.....	1227 Fulton St.....	Black 977
English, Music and Director of School Orchestra		
Blanche O'Brien.....	1714 St. Mary's Ave.....	Red 3349
Mathematics		
Ralph O. Virts.....	1405 Fletcher Ave.....	Green 2605
Mathematics		
Mrs. Edith Williamson..	717 E. Lewis St.....	Black 815
General Science		
Marjorie Porterfield.....	312 E. Lexington Ave.....	Red 7801
Auditorium and Director of Social Activities		
Erma Dochterman.....	1035 Lake Ave.....	2142
Art		
Irma Comparet.....	1022 Lake Ave.....	Black 478
Physical Education		
Edgar S. Hill.....	631 E. Wayne St.....	
Printing		
James H. Chappell.....	125½ E. DeWald St.....	Black 7346
Mechanical Drawing and Woodwork		
Marie Ehle.....	1305 Stophlet St.....	6465
Typewriting		
Laurinda DeVilbiss.....	1326 E. Pontiac St.....	6012
Household Economics		
Lucile Shirey.....	1705 Illinois St.....	Green 3230
Millinery and Sewing		
Jane Mooney.....	835 E. Lewis St.....	Blue 4356
4A, 4B		
Verna Sullivan.....	121 Branning Ave.....	Red 7936
3A, 3B		
Bessie V. Cleary.....	805 Eliza St.....	Red 2406
2A, 2B		
Rachel Sirit.....	605 Montgomery St.....	
1A		
Mabel A. Hatch.....	Huntertown, Ind.....	Huntertown 1B
Esther H. Freese.....	813 Fulton St.....	1590
Kindergarten Director		
Georgia Leedy.....	1009 Edgewater Ave.....	1912
Kindergarten Assistant		
Ada Elliott.....	735 High St.....	Blue 1508
Maid		
Christ F. Koenig.....	805 Madison St.....	2280
Janitor		
John Wiegand.....	1437 E. Lewis St.....	Black 2118
Engineer		

Jefferson Junior High School

Corner Jefferson Street and Fairfield Avenue
 Broadway Car to Jefferson Street, East One Block
 Telephone 1260

	Residence	Telephone
F. W. MILES, Principal		
Corner Westover and Stratford Roads		
Southwood Park.....		Blue 7287
Elizabeth E. Chapin.....	710 W. Wayne St.....	2267
English, History and Citizenship		
Janet Macphail.....	1302 Ewing St.....	1579
English		
Anna B. Sinclair.....	409 W. DeWald St.....	Green 6449
English, Science, in charge of Library Work		
Kate Wass Worley.....	519 W. Washington Blvd.....	2895
English, in charge of Educational Measurements		
Elizabeth M. Gorrell....	431 W. Pontiac St.....	7789
Latin, English and Opportunity Work		
Larene Travers.....	242 Douglas Ave.....	2219
Auditorium Work, Welfare and Social Advisor		
Maude A. Gaskins.....	626 W. Creighton Ave.....	Green 6330
History and Citizenship		
Bertha Bickhart.....	708 Kinnaird Ave.....	Black 6075
History and Citizenship		
Marv M. Auten.....	1225 Fulton St.....	Black 2483
Mathematics and Music		
Emma C. Warner.....	612 Lavina Ave.....	Red 977
Mathematics		
Frances Hume.....	2810 Indiana Ave.....	Blue 6838
Mathematics and Opportunity Work		
Helen C. Fitch.....	613 W. Washington Blvd....	Black 2868
General Science		
Anna M. Trenam.....	622 W. Main St.....	2777
Art and Penmanship		
Clara L. Pieper.....	1410 Winter St.....	
Physical Education		
Clara C. Schmidt.....	1501 E. Lewis St.....	1927
Typewriting		
Grace P. Benoy.....	314 E. DeWald St.....	6828
Household Economics and Cafeteria		
Martha Beierlein.....	221 Fifth St.....	Red 3446
Sewing and Millinery		
A. G. Cleaver.....	2002 California Ave.....	
Woodworking and Mechanical Drawing		

	Residence	Telephone
Edgar S. Hill..... Printing	631 E. Wayne St.....	
<i>Mary Alice Bellor Sotie</i>	Early Elementary School	
Alice Thomas..... Grades 2B, 1B	Route No. 13.....	Red 3135
Mabel K. Holland..... Grade 1B	2116 S. Clinton St.....	6508
Emily Bower..... (Substitute) Kindergarten	328 E. Berry St.....	75
Jerome Hanes..... Engineer	1210 Marion St.....	Red 2502
J. A. Swayze..... Janitor	212 Third St.....	
Elma Alsup..... Maid	541 Holman St.....	

Vocational High School

Old High School Building
 One-Half Block East on Wayne Street
 Telephone 4362

	Residence	Telephone
JOHN H. HINES, Principal		
3714 Shady Court..... Mechanical Drawing	Red 7619
Martha Tolan..... Dressmaking-Millinery	131 Masterson Ave.....	6873
L. R. Coburn..... Machine Shop Practice	1912 Broadway.....	Blue 6444
I. S. Sunday..... Commercial	131 E. Creighton.....	Green 7611
Julia F. Alexander..... Academic for Girls	830 West Berry St.....	
James C. Norford.....	Hunertown R. R. 1.....	Home 210 on 9
		Electricity
Florentine Workman....	913 Union.....	Black 3033
		Cooking
Marion Black..... Automobile Repair	524 E. Berry St.....	Blue 1831
Irven Tonkel..... Academic for Boys	1411 Dodge.....	Green 2144

Evening Vocational Schools

J. J. RITTER, General Director
Telephone 4362 and 2225

Vocational School Building

East Wayne Street **Telephone**
Residence

I. S. Sunday.....	131 E. Creighton.....	Green 7611
	Stenography, Typewriting and Bookkeeping	
Anna Heyman.....	1816 Calhoun.....	7187
	Typewriting	
Gordon H. Leary.....	230 Utility Bldg.....	4225
	Salesmanship	
Clara Blondoit.....	209 E. Lewis.....	Red 1116
	Penmanship	
Julia Alexander.....	343 E. Wayne.....	1978
	English for Foreigners	
Edgar S. Hill.....	631 E. Wayne St.....	
	English for Printers	
Emeline Carlisle.....	815 Broadway.....	Blue 2998
	Spanish	
L. R. Coburn.....	1912 Broadway.....	Blue 6444
	Machine Shop Practice	
A. J. Seibt.....	3019 Shawnee Drive.....	Red 7295
	Machine Shop Practice	
Marion Black.....	524 E. Berry.....	Blue 1831
	Auto Construction	
Florentine Workman....	913 Union.....	Black 3033
	Cooking	
Elma Dixon.....	1005 Wildwood.....	Blue 7311
	Cooking	
Lucy Pringle.....	416 W. Jefferson.....	
	Dressmaking	
Lillian Fonner.....	1031 Fairfield.....	Red 1267
	Dressmaking	
Nellie Murphy.....	125 W. Wayne.....	2164
	Sewing and Dressmaking	
Rhea Seimon.....	7 White Ayt.....	Red 708
	Sewing and Dressmaking	
Pearl Rehorst.....	622 Huffman.....	Blue 3820
	Sewing and Dressmaking	

High and Manual Training School Building Corner Barr and Lewis Streets

M. H. Northrop.....2910 Oliver.....
Business English and Typewriting
C. A. Townsend..... 903 W. Washington.....Red 3424
Stenography, Typewriting and Commercial Arithmetic

	Residence	Telephone
D. F. Parks.....	421 W. Washington.....	Black 2314
Stenography and Typewriting		
J. A. Reising.....	2527 S. Harrison.....	Black 6239
Applied Mathematics		
C. A. Scott.....	443 Arcadia Court.....	Red 7401
Mechanical Drawing		
G. H. Russell.....	206 E. DeWald.....	
Mechanical Drawing		
W. W. Knight.....	1214 Nuttman.....	Green 7719
Machine Shop Practice		
A. J. Seibt.....	3019 Shawnee Drive.....	Red 7295
Machine Shop Practice and Oxy-Acetylene Welding		
E. W. Cobb.....	1130 Nelson.....	Blue 825
Machine Shop Practice		
H. T. Purfield.....	3714 Shady Court.....	Red 7619
Pattern Making and Foundry Practice		
R. C. Harris.....	439 Downing Ave.....	Red 7264
Electrical Construction		
Ethel Seaney.....	3516 S. Calhoun.....	Red 6797
Millinery		
Clara Blondoit.....	209 E. Lewis.....	Red 1116
Basketry		

Edison Lamp Works

Eva Abbott.....	2210 Clinton.....	
Sewing and Basketry		

General Electric Co.

Martha Tolan.....	131 Masterson.....	6873
Sewing		

Y. W. C. A.

Marv D. Edson.....	547 Wildwood.....	6727
Sewing		
Esther Reehling.....	2117 Hanna.....	Red 6882
Basketry		

S. F. Bowser Co.

Esther Reehling.....	2117 Hanna.....	Red 6882
Basketry		

Wayne Knitting Mills

Main Branch

Mary D. Edson.....	547 Wildwood.....	6727
Sewing		
Lucile Shirey.....	1705 Illinois.....	Green 3230
Millinery		
Clara Blondoit.....	209 E. Lewis.....	Red 1116
Basketry		

East Branch

Eva Abbott.....	2210 Clinton.....	
Sewing		
Martha Beierlein.....	221 Fifth.....	Red 3446
Millinery		
Esther Reehling.....	2117 Hanna.....	Red 6882
Basketry		

Part Time Schools**Wayne Knitting Mills—Main Branch****At the Plant**

	Residence	Telephone
Ida Mae Shewmaker....	Hamilton House.....	3002
English, Civics, Mathematics		
Jeanette Shirey.....	1705 Illinois.....	Green 3230
English, Civics, Mathematics		
M. W. Arnold.....	1814 Bayer Ave.....	Red 2737
Penmanship		

East Branch**At the Plant**

Attie Lee.....	930 E. Wayne.....	Black 1644
English, Civics, Mathematics		

General Electric Co. and Dudlo Co.**At Washington School**

F. J. Young.....	1214 Nuttman.....	Green 7719
English, Civics, Mathematics		
G. E. Chenoweth.....	3522 Fairfield Ave.....	Black 6214
English, Civics, Mathematics		

Edison Lamp Works**At the Plant**

Elizabeth Cunningham..	547 Wildwood.....	6727
English		
Helen B. May.....	547 Wildwood Ave.....	6727
Civics		
J. A. Reising.....	2527 S. Harrison.....	Black 6239
Mathematics		

Perfection Biscuit Co.**At High and Manual Training School Building**

C. A. Scott.....	443 Arcadia Court.....	Red 7401
Mathematics and Civics		
Ruth Mendenhall.....	1130 Jackson.....	1129
English		

Fort Wayne Box Co.

At Vocational High School Building

Elizabeth Demaree.....	613 W. Washington.....	Black 2868
English and Civics		
Alice M. Garrity.....	328 E. Berry.....	75

Mathematics

Boss Manufacturing Co.

At the Plant

Hazel Hawkins.....	1201 Fulton.....	2387
English		
J. A. Reising.....	2527 S. Harrison.....	Black 6239

Mathematics and Civics

Miscellaneous Groups

At Vocational High School Building

Helen B. May.....	547 Wildwood.....	6727
Civics		
Zillah Stewart.....	1119 Nelson.....	Black 1817
English		
J. A. Reising.....	2527 Harrison.....	Black 6239
Mathematics		
Attie Lee.....	930 E. Wayne.....	Black 1644
English, Civics, Mathematics		
C. E. Agnew.....	R. F. D. No. 7. Ardmore Ave..	Red 3136
English		

Adams School

New Haven and Edsall Avenues
Lewis Street Car Line to End, One Block South
Telephone Green 1721

	Residence	Telephone
ALBERT R. PARKER, Principal		
City R. R. 14.....		
6A, 6B		
Clara Sheridan.....	City, R. R. 13.....	Rural 24, 1L-1S
5A, 5B		
Helen Herring.....	126 Masterson Ave.....	Blue 7592
Substitute 4A, 4B		
Margaret Ferguson.....	1407 E. Wayne St.....	662
3A, 3B		
Dorothy Saviers.....	2525 S. Harrison St.....	Green 6239
2A, 2B		
Mary A. Brannan.....	605 E. Lewis St.....	Green 3560
1A, 1B		

Lucile Shirey.....1705 Illinois St.....Gren 3230
Sewing

Andrew Wallace.....City R. R. 13.....
Janitor

Allen County Orphans' Home School

Bluffton Road

Broadway Car to End of Line and Walk Three Blocks West
Red 6264

Residence	Telephone
Theresa Hammond.....1027 West Main St..... Grades 1 to 7 inclusive

Bloomingdale Junior High School

Corner Marion and Second Streets

Huffman Street Car to Second Street, West One Block
Telephone 1031

Residence	Telephone
Margaret M. Macphail..1302 Ewing..... History and Literature	1579
Martha M. Clark..... 731 E. Jefferson..... Music, English, Physical Training	Black 2558
Lola M. Eckels.....1531 Cass..... Drawing and General Science	1075
Erma Sims.....1325 Michigan..... Mathematics and Literature
Gertrude Ayres.....1213 Webster..... English and History	Blue 2321
Irma Rich..... 420 Archer..... Typewriting, Penmanship, History	Black 1828
Esther Phipps.....2108 Maumee..... 6A, 6B	2034
Elizabeth O'Rourke.....Hoagland Apts..... 6B	Blue 3271
Mable McFadden.....Roanoke	158
5A, 5B	
Mildred Weaver.....1244 Heustis..... 5A, 5B	Blue 6737
Elizabeth J. Bowman... 719 Michael..... 4A, 4B	Blue 1067
Ethel Jopp.....513 Fourth..... (Substitute) 4B	Black 2550

	Residence	Telephone
Edith Keeran..... 3A, 3B	901 Columbia.....	1716
Carolyn Stover..... 3B, 2A	Cor. Wells and Elmer.....	Blue 1972
Corinna Baade..... 2B	1201 Broadway.....	Blue 1229
Belle Noble..... 1A	416 Third.....	Blue 4137
Lillian Ortman..... 1B	915 Columbia.....	Red 2244
Marian McCauliff..... Kindergarten	701 Edgewater.....	Blue 840
Pauline Sellers..... Kindergarten	2432 S. Calhoun.....	Red 7010
Pearl Rehorst..... Home Economics	622 Huffman.....	Blue 3820
Tourist Thompson..... Manual Training	1206 Fairfield.....	Blue 977
Henry B. Kochs..... Engineer	434 W. Third.....	917
Wm. Bade..... Janitor	820 W. Third.....	Blue 3013

Clay School

Corner Washington and Clay Streets
 East Washington Car to Washington Street, East One Block
 Telephone 1037

	Residence	Telephone
<i>Amay Griffith</i> CHAS. E. AGNEW , Principal R. F. D. No. 7, Ardmore Ave.	Black 7529 Red 2126	
Addie H. Williams..... English, Reading and Music	1015 Monroe St.....	
Millie Thompson..... Geography	728 E. Lewis.....	Blue 3766
Elsie E. Heck..... Arithmetic and Language	213 W. Washington.....	Green 3949
Maream Major..... Art and Language	Hamilton House.....	3002
Ruth Reehling..... Language, Literature, Music	2117 Hanna.....	Red 6882
Gladys Becker..... Geography and Arithmetic	915 E. Wayne.....	Blue 2892
Marcella G. Behler..... 4A, 4B	1137 Columbia Ave.....	Green 2472

Chella Allmon..... 632 E. Washington Blvd.....
 Substitute 3A, 3B
 Bernadette Monahan.... 229 E. Jefferson..... 1789
 2A, 2B
 Josephine Travers..... 242 Douglas Ave..... 2219
 2B, 1A
 Jane A. Harper..... Hamilton House..... 3002
 1B
 Wilhelmina Garrison.... 328 E. Berry St..... 75
 Kindergarten.....
 Chas. A. Popp..... 915 Monroe St..... Black 4334
 Janitor

Franklin School

Corner Franklin Avenue and Huffman Street
 Huffman Street Car to Door
 Telephone 1168

Residence	Telephone
MARGARET SAYLOR, Principal 915 Nelson Street.....	Black 2628
2A, 2B	
Gertrude Fissel..... 701 Archer Ave.....	Blue 3523
5A, 5B	
Louise Lankenau..... 719 Cottage Ave.....	Green 7169
4A, 4B	
Katherine Hartle..... 1809 Wells St.....	Blue 1017
3A, 3B	
Rose Goldberger..... 1320 East Wayne St.....	Black 2421
1A	
Grace McMillen..... 1832 Richardson Street.....	1B
Herman Mohler..... 1435 North Calhoun St.....	Blue 2761
Janitor	

Hamilton School

Corner Pontiac and Clinton Streets
Pontiac Car to Door
Telephone 6303

<i>Mary Seaton</i>	Residence	Telephone
S. E. SCOLE, Principal 116 E. Woodland Ave.		Green 7038
Mary B. Seaton... History and Science	201 E. Butler St.....	Black 6201
Margaret Cunningham.. Mathematics	118 Masterson Ave.....	6570
Louise M. Wolf..... English	623 Canal St.....	403
Helen Ehle..... Art, Music, Physical Training, Penmanship	1305 Stophlet St.....	6465
Clara K. Blondoit..... Music, Physical Training, English	209 E. Lewis.....	Red 1116
Zillah Stewart..... 6B	1119 Nelson St., up.....	Black 1817
Ruth Logue..... 5A, 5B	316 E. Williams St.....	Red 7302
Emma Stolte..... 5B, 4A	1312 Boone St.....	Blue 3207
Catherine Daley..... 4A, 4B	1831 S. Webster St.....	Black 7272
Catherine McLaughlin.. 4B, 3A	607 W. DeWald St.....	Black 6948
Annadale Curtis..... 3A, 3B	R. F. D. No. 9.....	
Mildred Galley..... 2A	149 Esmond St.....	Green 8040
Hattie Greider..... 2B	730 W. Creighton Ave.....	Red 7472
Helen M. Blackburn..... 1A, 1B	231 E. DeWald St.....	Red 6327
Mable G. Crosby..... 1B	413 W. DeWald St.....	Blue 6113
Wilma Brueckner..... Kindergarten	518 Lavinia Ave.....	Black 2781
June Harrod..... Kindergarten	631 E. Washington St.....	500
Edward Frymire..... Janitor	230 E. Woodland Ave.....	
Nellie Bair..... Maid	730 Barr St., up.....	Red 4278

Hanna Junior High School

Corner Williams and Lafayette Street
East Creighton Ave Car to Lafayette, South Two Blocks
Telephone 6120

	Residence	Telephone
ALICE M. HABECKER, Principal		
819 Webster.....		1096
History and Literature		
Elizabeth L. Freeman... 521 West Main.....		1064
English		
Edna M. Carter.....1028 Jackson.....		Black 3379
Mathematics		
Elizabeth G. Murphy....2523 Webster.....		7255
Music, History		
Alice M. Garrity..... 328 E. Berry.....		75
English, Mathematics		
Ina Ritter.....1014 Webster.....		Black 1195
(Substitute) Drawing		
Vesta O. Thompson..... 521 Oakdale Drive.....		Blue 6901
Geography and Science		
Marian Bash.....1114 W. Wayne St.....		148
History and Literature		
Marie Kocks..... 324 E. Butler St.....		6218
6B		
Emma Walter.....1508 Hurd.....		
5A, 5B		
Gertrude Gross..... 415 E. Washington St.....		99
4A, 4B		
Lydia McComb.....Huntertown, Ind.....		Bell 17-12
3A, 3B		
Lenore M. Gruber..... 226 E. DeWald St.....		6421
2A, 2B		
Bertha Tower.....2535 Webster St.....		Blue 6227
2B, 1A		
Hazel Miller..... 219 E. Creighton Ave.....		6258
1B		
Vivian Erickson.....2429 Miner St.....		Black 6614
Kindergarten		
Irma Crouse..... 227 E. Creighton Ave.....		
Kindergarten		
Alice V. Quivey.....2615 Calhoun.....		6024
(Substitute) Opportunity		
Eva F. Abbott.....2210 Clinton St.....		
Domestic Art and Science		
William J. Irwin.....1727 Calhoun.....		Black 7942
Manual Training		
W. E. Wiseman..... 919 Wilt St.....		
Engineer		
Thomas E. Potterfield...1103 Hanna.....		Red 2366
Janitor		

Hoagland Junior High School

Corner Hoagland Avenue and Butler Street
South Wayne or Pontiac Car to Butler, West Three Blocks
Telephone 6360

	Residence	Telephone
S. B. PLASKET, Principal		
1235 Organ Ave.....		Black 7719
Ellen McKeag.....	2409 Webster St.....	Black 6227
Mathematics and English		
Mary E. Dick.....	365 Butler St.....	Green 6582
General Science and English		
M. Ella Orff.....	328 W. Creighton Ave.....	Black 6369
History, Penmanship and Physical Culture		
Margaret I. Murphy....	2523 Webster St.....	7255
English		
A. May Griffiths.....	1011 Oakdale Drive.....	Black 7529
Art, Music, Auditorium and Social Activities		
Eva M. Baughman.....	2101 Calhoun St.....	Blue 6621
6A, 6B		
Mary E. Brimmer.....	1937 Calhoun St.....	7061
5A, 5B and Typewriting		
Helen J. Polhamus.....	916 Federal Ave.....	Green 6951
5B; 4A		
Adah Gumper.....	1209 W. Wayne St.....	Red 545
4A, 3B		
Marie MacMullen.....	1720 Forest Park Blvd.....	Green 3237
3B, 2A		
Helen Keegan.....	509 W. Washington Blvd...	Green 2376
2B, 1A		
DeEtta Price.....	3626 Indiana Ave.....	
1B		
Gladys Johns.....	716 Jackson St.....	497
Kindergarten		
Elma F. Dixon.....	1005 Wildwood Ave.....	Blue 7311
Domestic Art and Science		
Basil Shackelford.....	209 W. Williams St.....	Red 7717
Manual Training		
Paul Tegler.....	422 W. DeWald St.....	
Engineer		

Lakeside Training School

Corner Rivermet Avenue and Oneida Street
Lakeside Car to Oneida Street, North Two Blocks
Telephone 907

	Residence	Telephone
FLORA WILBER, Principal		
1030 Lake Ave.....		Green 3917
Desdemona P. Hale.....	1015 Crescent Ave.....	Blue 3076
Assistant Principal		
Adele P. Sauer.....	904 Madison St.....	Green 3138
Music and Drawing Training Teacher		
Ethel W. Shore.....	908 Columbia Ave.....	Black 1710
Geography and Science Training Teacher		
Adelaide L. Fiedler.....	905 Columbia Ave.....	651
Arithmetic Training Teacher and 6AB Departmental Supervisor		
Laura B. Moring.....	604 Oakdale Drive.....	Blue 6338
(Substitute) English Training Teacher and 5AB Departmental Supervisor		
Florence Johnson.....	711 E. Jefferson St.....	Red 4230
(Substitute) 5B, 4A		
Rose Wesley.....	1002 Columbia Ave.....	Red 2252
4B, 3A, Training Teacher		
Mary M. Hopkins.....	1002 Columbia Ave.....	Red 2252
3B Training Teacher		
Rena Allen.....	1004 Rivermet Ave.....	
2A, 2B, Training Teacher		
Edna L. Henderson.....	1040 Columbia Ave.....	Blue 682
2B, 1A, Training Teacher		
Mary K. Muller.....	916 Old Fort Place.....	Blue 1376
1B, Training Teacher		
Esther R. Erickson.....	2429 Miner St.....	Black 6614
Kindergarten		
Esther C. Mommer.....	502 W. Main St.....	2692
Kindergarten		
Tourist W. Thompson.....	1206 Fairfield Ave.....	Blue 977
Manual Training		
Pearl R. Rehorst.....	622 Huffman St.....	Black 3820
Domestic Art		
Frank Fortmeyer.....	1218 Charlotte Ave.....	Red 2886
Janitor		

McCulloch School

Corner McCulloch and Eliza Streets
Lewis Street Car to McCulloch Street, Two Blocks South
Telephone 1148

	Residence	Telephone
KETURAH M. WILLIAMS, Principal		
414 Rose Lane.....		Black 7787
Mae Ringwalt.....	14 Syphers Apt.....	Black 3148
6B, 5A		
Marie Martin.....	530 E. Suttenfield St.....	Green 7802
(Substitute) 5B, 4A		
Bertha Axt.....	826 Madison St.....	3394
4B, 3A		
Lydia Honeck.....	430 W. 4th St.....	Blue 3162
3B, 2A		
Leone Spindler.....	620 Lawton Place.....	
2B, 1A		
Omah L. Virts.....	1405 Fletcher Ave.....	Green 2605
(Substitute) 1B		
Carolyn Weller.....	1425 E. Wayne St.....	443
Kindergarten		
Louise Hamlet.....	821 W. Wayne St.....	221
Kindergarten		
J. H. Chappell.....	125½ E. DeWald St.....	Black 7346
Manual Training		
Lucile Shirey.....	1705 Illinois St.....	Green 3230
Domestic Art		
Edward Burg.....	2411 Anthony Blvd.....	
Janitor		

Miner School

Cor. W. DeWald and Miner Streets
Broadway Car to DeWald Street, East One Block
Telephone 6276

	Residence	Telephone
CELIA C. FOLEY, Principal		
836 W. Jefferson.....		Blue 1748
Leora Miner.....	248 Douglas.....	753
7A, Mathematics, Music		
Gertrude Zook.....	128 E. DeWald.....	Red 7359
7B, Geography, Drawing, History		
Grace Brannan.....	1834 Lafayette.....	Blue 7313
English, Physical Work		

	Residence	Telephone
Helen Karns.....	1911 S. Webster..... 6B, Geography, History, Science	
Marie Bresnahan.....	1219 Barr..... 5A	2959
Hazel Oren.....	2712 Hanna..... 5B, 4A	Black 7411
Irene Beman.....	242 Wallace..... 4B, 3A	Red 6313
Alice Miller.....	1414 Taylor..... 3B	Blue 7278
Vivian H. Withers.....	1419 Oakland..... 2A, 2B	Black 3066
Helen Rohyans.....	2725 S. Calhoun..... 2B, 1A	Blue 7989
Lora Bell Walter.....	2916 S. Webster..... 1B	Black 6928
Ella G. Geake.....	510 W. Jefferson..... Kindergarten	659
Elma Dixon.....	1005 Wildwood Ave..... Sewing	Blue 7311
Nicholas Belling.....	345 W. DeWald..... Janitor	Red 6648

Nebraska School

Corner Fry and Boone Streets
 West Main Car to Fry, North One Block
 Telephone 1149

	Residence	Telephone
MERTON W. ARNOLD, Principal		
Grabill, R. R. No. 1.....		Leo
Maud M. Gaskill.....	530 Cherry St..... 6A, 6B	
Etta B. McLauchlin....	410 Englewood..... (Substitute) 5A, 5B	Blue 7446
Addie Coverdale.....	3230 Broadway..... 5B, 4A	Red 6504
Georgia Bauer.....	2403 S. Calhoun..... 4A, 4B	Black 6662
Martha McGuire.....	342 E. Berry..... 3A, 3B	Red 2828
Elizabeth L. Rogier,....	827 W. Walnut St..... 3B, 2A	Red 7284
Alice Harris.....	439 Downing Ave..... (Substitute) 2B	Red 7264

	Residence	Telephone
Lorena Fortriede..... 2B, 1A	623 W. Washington.....	Green 2868
Emma M. Haberkorn..... 1A, 1B	1024 Harrison.....	Red 7264
Edith Holsworth..... 1B	526 W. Wayne.....	Black 1239
Irma C. Hutzell..... Kindergarten	1103 W. Berry.....	1302
William J. Light..... Janitor	404 Perry Ave.....	Green 1840

Riverside School

Anna Avenue
State Street Car to Kentucky Ave., Walk Six Block North
Telephone 4549

	Residence	Telephone
Bessie Meyers..... Grades 1, 2, 3 and 4	R. R. No. 3.....	
Helen Henschen..... Grades 5, 6, 7 and 8	R. R. No. 1.....	

Rolling Mill School

Corner Catalpa and Beadell Streets
Broadway Car to Taylor Street; Taylor Street Car to
Catalpa Street, Walk North Two Blocks
Telephone 8208

	Residence	Telephone
Fannie Brown..... Grades 4, 5, 6, 7 and 8	1016 Colerick St.....	
Selina Connell..... Grades 1, 2 and 3	R. R. No. 8.....	

Rudisill School

Corner Spy Run Avenue and Ruth Street
 State Street Car to Door
 Telephone 2543

	Residence	Telephone
MABEL E. CLAYTON, Principal		
635 Prospect Ave.....		Black 1779
Hazel C. Ruch..... 6A, 6B	621 W. Jefferson St.....	2453
Sarah M. Foster..... 5A, 5B	1103 Columbia Ave.....	Green 3640
Rose M. Anderson..... 4A, 4B	604 Lawton Place.....	1975
Alice M. Rabus..... 3A, 3B	Ft. Wayne, R. R. 1.....	
	3.....	Hunertown 11 on 15, 1S-1L
Veta S. Affleck..... 2A, 2B	1015 Crescent Ave.....	Blue 3076
Jessie Lozier..... 1A, 1B	2707 Fairfield Ave.....	6699
Clara E. Morrison..... (Substitute) 1B	521 Lawton Place.....	Blue 879
Margery E. Rohan..... Kindergarten	2405 S. Harrison St.....	7310
Frank Kincade..... Engineer	1111 State St.....	
Mary Batchelder..... Janitor	1658 Spy Run Ave.....	Red 1779

James H. Smart School

Corner Pontiac and Smith Streets
 Pontiac Car to Gay, One-Half Block East
 Telephone 6103

	Residence	Telephone
J. R. COAR, Principal..	Country Club Gardens.....	
Gladys Schust..... 7B	2321 Calhoun.....	6698
Emma Scheumann..... 6A	341 W. Suttonfield.....	Black 7051
Bertha Foster..... 6B	517 E. Lewis St.....	
Marie Nolan..... 5A, 5B	230 Brackenridge.....	Green 1354

	Residence	Telephone
Helen Thompson.....	555 Kinnaird.....	7710
5B		
Helen Roebel.....	2314 Euclid.....	Red 6960
4A		
Florence M. O'Laughlin.	724 Kinnaird.....	Green 7048
4B		
Chloe Havens.....	209 E. Williams.....	Red 6679
3A		
Lucile Esterling.....	2724 Hanna.....	Red 7411
3B		
Alathea Stockbridge.....	2323 Webster.....	Black 6729
2A		
Mabel C. Bates.....	610 Archer.....	Red 1337
2B		
Vera C. Mackwitz	2420 S. Webster.....	6431
2B, 1A		
Lola C. Miller.....	1114 McKee.....	Black 7763
1A, 1B		
Julia A. Fritz.....	1239 Organ.....	Black 7997
1B		
Amelia M. Koehler.....	1018 Columbia.....	Green 1482
Kindergarten		
Marie McCarthy.....	215 E. Lewis St.....	
(Substitute) Kindergarten		
Tourist Thompson.....	1206 Fairfield.....	Blue 977
Manual Training		
Pearl Rehorst.....	622 Huffman.....	Blue 3820
Domestic Art		

South Wayne School

Corner Indiana and Cottage Avenues
 South Wayne Car to Cottage Avenue, West One Block
 Telephone 6248

	Residence	Telephone
ANNETTE GASKINS, Principal		
626 W. Creighton.....		Green 6330
Adah R. Burdett.....	727 Kinnaird.....	Blue 7203
6B		
Helen Plasket.....	1235 Organ.....	Black 7719
(Substitute) 5A, 5B		
Esther M. Jacobs.....	1303 Maple.....	7742
5B, 4A		
Virginia Kinnaird.....	2410 S. Harrison.....	Green 6743
4A, 4B		
Marion Cherry.....	2219 Fairfield.....	Red 6835
3A, 3B		

	Residence	Telephone
Anna M. Heyman.....	1816 Calhoun.....	7187 3B, 2A
Pamela Roberts.....	433 Kinnaird.....	Green 7526 (Substitute) 2A, 2B
Bess Geyer.....	423 W. DeWald.....	Blue 7538 1A, 1B
May W. Daugherty.....	706 Wildwood.....	Red 6886 1B
Mary L. Theis.....	3119 S. Harrison.....	8125 Kindergarten
Margaret Colmey.....	115 W. Suttenfield.....	Blue 6239 Kindergarten
Mae Clutter.....	1002 Columbia.....	Red 2252 Kindergarten
Amanda Wickliffe.....	523 Organ.....	Red 7667 Janitress
J. A. Ryoson.....	547 Kinnaird.....	Green 7602 Engineer

Washington School

Corner Washington and Union Streets
 Broadway Car to Washington Street, West Three Blocks
 Telephone 1231

	Residence	Telephone
GEO. E. CHENOWETH, Principal		
3522 Fairfield.....		Black 6214
Marina J. Geake.....	902 W. Jefferson.....	Blue 2102 6A
Mary E. Markey.....	1133 Fulton.....	Red 4155 6B
Augusta A. Haberkorn..	1024 Harrison.....	5A
Gertrude E. Rhodes.....	230 W. Wayne.....	5B
Ruth Schultheiss.....	720 Huffman.....	Blue 1971 5B, 4A
Adah L. Wheeldon.....	604 Lawton Place.....	1975 4B
Lucile M. Morrison.....	218 E. Butler.....	Blue 6128 3A
Esther Logue.....	316 E. Williams.....	Red 7302 3A, 3B
Jessie H. Hill.....	310 Berry—White Apts. 4B	Green 708 (Substitute) 3B, 2A
Jessie L. Parry.....	1211 Garden.....	Red 3871 2A, 2B

	Residence	Telephone
Carrie Noble..... 1A, 2B	416 Third St.....	Blue 4137
Effie Lombard..... 1B	1203 W. Jefferson.....	1197
Marguerite Gross..... Kindergarten	601 W. Washington.....	Black 1552
Martha Stumpf..... Opportunity Room	730 W. Superior.....	Black 1067
Elma Dixon..... Sewing	1005 Wildwood Ave.....	Blue 7311
Basil Shackelford..... Manual Training	209 W. Williams.....	Red 7717
Charles H. Cooper..... Engineer	1511 Oakland.....	Red 1765
Charles Wolf..... Janitor	1404 E. Wayne.....	

Perry A. Randall Open Air School

501 West Berry Street
 Five Blocks West on Berry Street
 Telephone 4248

	Residence	Telephone
F. W. MILES, Principal Corner Westover and Stratford Roads, South Wood Park.....		Blue 7287
Gladys H. Williams..... Grades 1 to 4	1005 Fulton St.....	2634
Dagny Knudsen..... Grades 4 to 8	243 E. Pontiac St.....	Blue 6785
Gertrude Barber..... Nurse	1204 E. Lewis St.....	903
Dr. Eric A. Crull..... Medical Examiner	625 W. Berry St.....	1870
Mrs. Caroline Zuck..... Housekeeper	601 Wagner St.....	2098
Sherman Harrod..... Janitor	501 W. Berry St.....	

Public Library

Corner Wayne and Webster Streets
Two Blocks South and Two Blocks West of Transfer Corner

BOARD OF TRUSTEES

ERNEST W. COOK, President

BYRON H. SOMERS, Treasurer

E. E. PERRY, Secretary

LIBRARY COMMITTEE

Residence

Telephone

Mrs. A. J. Detzer, Chairman 910 W. Wayne St.....	1929
Katherine Hamilton....Clinton and Lewis Streets.....	2140
Secretary	
W. P. Breen..... 435 W. Main.....	151
Margaret M. Colerick..1020 W. Wayne.....	819
Mrs. M. B. Fisher..... 530 W. Berry.....	761
John Jacobs..... Spy Run Ave.....	Black 1132
Mrs. C. T. Lane..... 2533 Maple Place.....	6112
Rev. S. Wagenhals..... 215 E. Wayne.....	464

LIBRARY STAFF

Main Library

Phone 718

Residence

Telephone

MARGARET M. COLERICK, Librarian 1020 W. Wayne St.....	819
Sarah L. Sturgis.....1013 Ewing St.....	Blue 1195
First Assistant, Reference Librarian	
Estella C. Stringer.....326 W. DeWald St.....	
Second Assistant, Cataloguing Department	
Mabel M. Vogely.....1238 Oak St.....	3794
Third Assistant, Order Department	
Virginia Carnahan.....818 W. Wayne St.....	23
Circulating Department	
Mrs. Emma S. Payne....401 E. Wayne.....	567
Bindery Department	
Marian Mears.....1017 Organ Ave.....	Green 7835
Assistant	
Hilda Leasure.....1835 California Ave.....	Green 1862
Assistant	
Eva R. Peck.....728 Columbia Ave.....	Green 2923
Business and Municipal Librarian	
Marian A. Webb.....1217 Washington Blvd., W.....	2516
Children's Librarian	

	Residence	Telephone
Margaret M. Shulze.....	314 W. Suttenfield St.....	Blue 705
First Assistant, Children's Department		
Adele H. Warner.....	612 Lavina St.....	Red 977
Second Assistant, Children's Department		

South Side Branch Library

2520 South Calhoun Street, Telephone 6822

MRS. ELLA WILDING, Librarian		
3209 South Wayne Ave.....	6942	
Ola Marks.....	2409 S. Harrison St.....	Black 7251
Assistant		

North Side Branch Library

Northeast Corner Sixth and Wells Streets

LILLIAN LEASURE, Librarian	
1835 California Ave.....	Green 1862

High School Branch Library

Barr and Lewis Streets

FLORENCE KLINKENBERG, Librarian	
1028 Columbia Ave.....	2555
Mrs. M. Breidenstein...1017 Fulton St.....	Black 3272
Book Mender	
John Hamm.....1028 Lafayette St.....	
Janitor	
Thomas Wells.....1028 Lafayette St.....	
Assistant Janitor	

**SALARY SCHEDULES FOR
TEACHERS, PRINCIPALS AND SUPERVISORS
ADOPTED BY
THE FORT WAYNE BOARD OF
EDUCATION**

I. General Statements.—A satisfactory salary schedule is one which will enable the school authorities to get good teachers; be attractive enough to hold teachers and encourage improvement while in service. A schedule should be flexible enough to be adjusted to the ability and achievements of exceptional teachers. Provision is therefore made to vary the regular schedule in case it is deemed advisable by the Superintendent and the Board of Education.

II. Appointments.—Unless otherwise determined by the Superintendent and Board of Education, all appointments are for a school year of ten (10) months.

III. Period of Probation.—The regular probation of graduates of the Fort Wayne Normal School, and those coming from other schools of equal rank, shall be one year. Upon recommendation of the Superintendent this probation period may be extended. Persons placed in the probationary class who do not give evidence of ability and growth may be dropped upon the recommendation of the Superintendent.

IV. Assignments.—All teachers, supervisors and principals shall be assigned to positions by the Superintendent. Such assignments shall be made at the time of appointment or re-appointment, or as soon thereafter as may be consistent with the best interests of the schools. Assignments may be changed by the Superintendent at any time.

V. Holidays.—All legal holidays, in so far as they affect salaries, are regulated by law. The Board will be guided accordingly.

A substitute teacher shall be credited with the holidays if he or she teaches the same position all of the school days of the week within which the holidays fall, provided the teacher for whom she substitutes is not entitled to the credit for those holidays, and any substitute teacher who holds a position to which no regular teacher is assigned, shall be entitled to pay for holidays the same as the regular teacher.

VI. Leave of Absence.—Appointees of the Board of Education shall receive pay for such times as they shall be absent from duty on account of personal illness, or quarantine, for a period not exceeding ten (10) days in any school year, or for leave of absence granted by the Superintendent as herein-after provided. They shall receive pay for leaves of absence on account of the death of an immediate relative, for a period not exceeding three (3) days, such time to be deducted from the ten (10) days heretofore mentioned. Leaves of absence may be granted by the Superintendent to such appointees for the purpose of visiting other schools or attending to school business, without loss of pay, and this time shall not be deducted from the ten (10) days heretofore mentioned.

When such special leaves of absence to visit schools, or to attend to school business, necessitate the employment of substitute teachers in place of those granted leaves of absence such leaves must be granted in writing by the Superintendent, stating the object for which they are granted and the length of time.

Teachers to whom have been granted a leave of absence for purposes of studying along professional lines, shall be accredited with the time spent in such study as experience under the salary schedule, upon the approval of the Superintendent and the filing with such Superintendent of a certificate showing attendance during the period of such absence at the educational institution at which such study was pursued. A teacher who teaches part of the school year and studies the other part as provided for in this section shall be credited with one (1) year's experience upon the salary schedule.

VII. Certificates.—All teachers must hold certificates as provided by law.

VIII. Salary Schedule for Teachers in Elementary Schools :

1. Minimum	\$ 700.00
2. Annual Rate of Increase :	
First year.....	100.00
Second and third years.....	150.00
Subsequent years.....	100.00
3. Maximum	1400.00

IX. The above schedule for teachers in regular service shall apply to the following when appointed as regular teachers :

1. All teachers in Open Air and Special Schools.
2. All Kindergarten Teachers employed for full time.
3. The normal rate of increase does not apply to any teacher who is not regularly employed.

X. Salary Schedule for Principals of Elementary Schools :

	Min-		Maxi-
	imum	Increase	imum
1. Six rooms and below.....	\$1,000	\$100.00	\$1,700
2. Seven to ten rooms.....	1,200	100.00	1,900
3. Eleven rooms up.....	1,200	100.00	2,200

XI. High School Schedule :

Minimum	\$ 1,000
Annual Increase.....	100
Maximum	2,000
The Maximum for Heads of Department.....	2,200

Junior High School Schedule :

Minimum	\$ 800
Annual Increase.....	100
Maximum	1,800

Note: The Junior High School schedule is tentative and will be put into operation only when teachers have met qualification and experience requirements.

XII. High School Principals and Supervisors.—The Salaries of the High School Principal, Director of Vocational Education and all Special Supervisors shall be fixed by the Superintendent and Board of Education.

XIII. The above schedule for High School teachers is based

upon a normal assignment of a minimum twenty-five 45-minute periods per week of regular class instruction in academic subjects or a minimum of thirty periods per week in laboratory or shop instruction, or the equivalent of such normal assignment. In addition to regular teaching, each teacher is subject to assignment by the principal to responsibility for an equitable portion of the miscellaneous activities of the school.

To teachers so desiring, there may be assigned a less amount of work, upon written approval of the Superintendent; and such teachers shall be paid pro rata.

XIV. Qualifications for Appointment to High School Positions.—A.—*Educational.*—1. The minimum qualifications rendering one eligible to regular appointment as principal or as teacher of an academic subject shall consist of graduation from a four-year course of an approved college or the full equivalent of systematic study in institutions of approved collegiate grade. Other things being equal, strong preference will be given to those possessing educational qualifications beyond these minimum requirements, and especially qualifications definitely fitting for the work to be done.

2. Educational qualifications rendering eligible to regular appointment as a teacher of subjects other than academic shall be adequate and equivalent to those required for the teaching of academic subjects. In determining equivalency of qualifications, approved practical, or "trade" experience (not teaching experience) will be considered in the ratio of two years of such experience to one year of education of collegiate grade, provided that credit shall not be allowed for such experience in excess of six years, or the equivalent of three years of education of collegiate grade.

B. *Teaching Experience.*—Candidates for appointment as regular teachers of any subject must show satisfactory evidence of having had at least two years of successful experience in schools of high or junior high school grades.

XV. Schedule, Elementary Industrial Teachers:

1. Minimum	\$ 800.00
2. Annual Rate of Increase.....	100.00
3. Maximum	1,800.00

XVI. A Schedule for Substitutes.—The salary of a substitute shall be fixed in accordance with the license grade. A substitute's salary may be changed at any time on recommendation of the Superintendent and with the approval of the Board of Education.

Substitute teachers are paid for the time actually taught. They shall receive no compensation for time lost on account of sickness or leave of absence except as provided for in another section.

XVII. Reappointments.—The regular time for the reappointment of teachers in service shall be annually at the first regular meeting of the Board in the month of May.

XVIII. All salaries not provided for in the above schedule will be fixed by the Superintendent with the approval of the Board of Education.

RULES AND REGULATIONS
FOR THE GOVERNMENT OF
THE PUBLIC SCHOOLS
OF THE CITY OF
FORT WAYNE, INDIANA

MEETINGS OF THE BOARD.

Section 1. The regular meetings of the Board shall be held on the second and fourth Mondays of each month. The hour of meeting shall be 4:00 o'clock p. m. Special meetings may be called at any time by the President.

ORDER OF BUSINESS.

Sec. 2. At all meetings of the Board the order of business shall be as follows:

1. Reading minutes of the last meeting.
2. Consideration of accounts.
3. Reception of communications and petitions.
4. Reports of committees.
5. Unfinished business.
6. New business.
7. Reports and suggestions of the Superintendent.

SUPERINTENDENT, APPOINTMENT AND DISCHARGE.

Sec. 3. For the purpose of aiding the Board of School Trustees in the discharge of its duties; of securing uniformity and thoroughness in the course of instruction, and judicious and efficient discipline in all the schools, a Superintendent shall be appointed. The appointment shall be made by the Board for such time and at such salary as shall be mutually agreed upon by the Board and Superintendent.

He may be discharged for incompetency, unfaithfulness in the discharge of his duties, or wilful neglect to conform to the rules and regulations of the schools.

The resignation of the Superintendent shall be by written communication to the Board, and shall be filed with the Secretary.

GENERAL POWERS AND DUTIES.

Sec. 4. To the Superintendent shall be committed the general supervision of all the public schools, school houses, apparatus, and other property belonging thereto. To him shall be committed the methods of instruction, government, and general management, that shall be practiced in the schools. He is specially charged with the strict enforcement of the rules and regulations of the Board, a copy of which he shall have placed in each school room. He shall keep regular office hours for the convenience of parents, teachers, pupils, and others desiring any information concerning the schools. He shall devote himself to the duties of his office, and perform such other official duties, not herein specified,

as may be required by the Board. The Superintendent shall nominate all teachers for election to positions in the schools.

SPECIAL POWERS AND DUTIES.

Sec. 5. *Visiting Schools.*—The Superintendent shall visit the different schools as often as his other duties will permit, note the methods of instruction and discipline used by each teacher, examine the classes, and give such aid and encouragement to teachers and pupils as circumstances may suggest. It shall be his duty to grade the schools, to distribute pupils to their appropriate districts, etc. He shall assign teachers their respective positions and duties, and shall report to the Board whenever he shall find any teacher deficient and incompetent in the discharge of his or her duties, and shall have the power, with the consent of the Board of Education, to dispense with the services of any teacher whenever it shall appear that his or her further connection with the schools would not be beneficial thereto.

Sec. 6. *Violation of Duty.*—He shall check all violations of the duties of the school room, and not tolerate in teachers any irregularities or delinquencies, and in case of insubordination, gross neglect of duty, or other serious fault upon part of a teacher, he shall, if in his judgment advisable, suspend such teacher from duty, and shall report the case to the Board for final adjudication. He only shall have power to suspend pupils from school whose conduct or character is such as would injure the schools, or whose parents wilfully neglect or refuse to co-operate with the Superintendent or teachers in carrying out regulations of the schools, or who encourage their children to neglect or violate the rules of the schools; but no pupil shall be finally expelled except by a vote of the Board.

Sec. 7. *Other School Systems.*—He shall endeavor to acquaint himself with the public school systems of other cities, and with whatever principles and facts may concern the interests of popular education, and with all matters pertaining in any way to the organization, discipline, and instruction of public schools, to the end that all the children of this city, who are instructed in the different departments, may obtain the best education which the schools are able to impart.

Sec. 8. *Pay Roll.*—He shall keep a correct account of the services rendered by each teacher, and, shall make out an accurate pay roll, showing the several amounts due the teachers, and file the same with the Board.

Sec. 9. *Regulations.*—He shall have power to make such special regulations, subject to the approval of the Board, as he shall deem essential to promote the efficiency of the schools. It shall be his duty to see that every teacher is familiar with the rules and regulations of the Board, the course of study; together with the methods of instruction and discipline suggested in the course of study, etc.

Sec. 10. *Examinations.*—He shall have authority to hold, at any time, such examinations in any school as he may deem necessary to inform himself of its conditions, and shall prescribe the time and manner of all other examinations of

classes and shall transfer pupils from one grade to another, as he may deem advisable.

Sec. 11. *Teachers' Meetings.*—He shall have power to require teachers to attend such regular or occasional meetings as he may appoint, for instruction in their duties, methods of teaching and governing their schools, or for mutual improvement.

Sec. 12. *Meetings of Board.*—He shall attend the meetings of the Board and give such information as may be called for in regard to the welfare and progress of the schools.

Sec. 13. *Report.*—He shall report to the Board at the close of the school year, before the annual appointment of teachers, the average standing of each teacher in the school, as regards ability to teach and govern, and punctuality in attendance at school or at teachers' meetings, and shall each year make a general report to the Board of the condition of the schools.

Sec. 14. *Transfers.*—The Superintendent shall have power to transfer pupils from one district to another, in case such transfer be necessary for the relief of crowded rooms, or for purposes of discipline. A transfer for other reasons than these shall not be made except by the Board in regular session, and then only upon application by the parent or guardian, made in writing, stating reasons for such transfer, and showing to the satisfaction of the Board that such transfer will be beneficial to the pupil, and not detrimental to the general interests of the school.

Sec. 15. *Schools.*—The various types of schools maintained by the Board of Education shall be known as Kindergarten, Elementary, Junior High, Senior High, Vocational and Normal.

Sec. 16. *School Year.*—The school year shall consist of forty weeks, exclusive of Christmas holidays. The year shall be divided into two terms of twenty weeks each.

Sec. 17. *Holidays and Dismissals.*—The schools shall be closed on Christmas and New Year's Day, Thanksgiving Day and the day succeeding, on Decoration Day, and on such other days as the Board shall, from time to time, direct. Also, in case of the death of an officer of the schools all the schools shall be closed for the half day in which the funeral ceremonies shall be held. In case of the death of a teacher the school in which such teacher was employed shall be closed for the half day of the funeral.

Sec. 18. *Daily Sessions.*—There shall be two daily sessions in all the schools. In the Elementary schools, the first session shall begin at 9:00 a. m. and close at 12:00 m. The second shall begin at 1:30 p. m. and close at 4 p. m. The pupils of the first and second years of the Primary grades shall be dismissed at 11:30 a. m. and 3:30 p. m. each day. In the High School, the first session shall be from 9:00 a. m. to 11:45 a. m., and the second session from 1:30 p. m. to 4 p. m. The schools shall be governed by Central Standard Time. The hours for opening and closing may be changed if conditions demand it.

ADMISSION.

Sec. 19. *Age and Time of Admission.*—In accordance with the provisions of the school law, children under six years of

age shall not be admitted into any of the grades enumerated in Section 15 of these regulations except the Kindergarten, unless such children shall attain the age of six years within the half-year of school at the beginning of which they apply, nor shall beginners be admitted into the 1 B grade except at the opening of the schools, in September, or at the beginning of the second term of the school year. Other pupils belonging to the school city may be admitted at any time to the grades for which they are qualified. Children under five years of age shall be admitted into the Kindergarten.

Sec. 20. *Admission Prohibited on Account of Disease.*—No pupil known to be affected with any contagious or loathsome disease or coming from a household afflicted with any contagious disease, shall be received or continued in the public schools. (Any pupil not having been vaccinated may be excluded from school at any time.)

Sec. 21. *Tuition Pupils.*—None except children or wards of actual residents shall be admitted to the schools free of charge. Children of non-residents may be admitted to any of the schools for which they are qualified, if they can be accommodated without discommodeing resident pupils, on payment of the legal rates of tuition.

Sec. 22. *High School, Admission to.*—No one shall be admitted to the High School as a pupil who shall not have completed, in a satisfactory manner, the course of study of the Elementary schools of the city, or a course of study equivalent thereto in the branches of study usually known as Common School branches.

POWERS AND DUTIES OF SUPERVISORS OF SPECIAL BRANCHES OF INSTRUCTION.

Sec. 23. *Powers.*—The Supervisors of Special Branches of Instruction shall be held responsible respectively for the success of the work in such special branches.

To each Supervisor shall be given the power to call such meetings of teachers for instruction in methods or subject matter as he or she may deem necessary, subject to the approval of the Superintendent. The attendance of teachers at all such meetings shall be regular and punctual, and for wilful neglect or refusal to attend any such meeting, the teacher in fault shall be reported to the Superintendent, who shall treat such case as coming under the provisions of Section 6 of the Rules and Regulations. Provided, that the Supervisor may excuse any teacher from attendance at a meeting for reasons appearing sufficient to the Supervisor.

Sec. 24. *Rules for Meetings, Etc.*—Each Supervisor shall have power to devise rules for the government of meetings called under the provisions of the foregoing Section, which rules, when they shall have been approved by the Superintendent, shall be deemed a part of the code of rules governing the schools.

Sec. 25. *Visitations.*—It shall be the duty of each Supervisor to visit each school room as often as his or her other duties may permit, and observe the methods of instruction used by each teacher in the special branch of which the Supervisor is in charge, and each Supervisor shall render to

the Superintendent, as often as required, a report as to the work of the branch, and as to the proficiency of the respective teachers in such branch of instruction as he or she may supervise.

DUTIES OF PRINCIPALS.

Sec. 26. *Responsibilities.*—The Principals shall have the general supervision of their respective schools. They shall be held responsible for the enforcement of the rules and regulations of the Board, and they shall strictly carry out the directions of the Superintendent. They shall exercise a care over the buildings, grounds and appurtenances, and whenever any repairs are needed, they shall give notice thereof to the Superintendent. They shall be held responsible for the instruction and discipline in the various rooms. They shall examine and locate all applicants for admission into their schools, and shall as often as practicable examine the classes of their teachers.

Sec. 27. *Supervision.*—They shall devote some time each day to visiting the schools under their charge, for the purpose of supervising and directing the labors of the other teachers, and ascertaining whether all the records of the school are regularly and accurately kept, the pupils properly classified, and the parents or guardians duly notified of the absence of their children. They shall exercise great care in seeing that the various rooms are kept properly heated and ventilated.

Sec. 28. *Meetings.*—They shall have the power to call their teachers together, for the purpose of instruction and mutual consultation.

Sec. 29. *Reports.*—At the close of each month and year, they shall make full reports according to blanks furnished them, with such additional information as the Superintendent may from time to time require, or as they may think important to communicate.

Sec. 30. *Supervision of Janitors.*—They shall exercise a supervision over the janitors and engineers and hold them to a strict performance of their duty. They shall report every neglect on their part, immediately to the Superintendent.

Sec. 31. *Promote Harmony.*—They shall endeavor to promote harmony and good-will among their teachers, and to secure the interest and co-operation of the patrons of the school. They shall seek to protect the children, as well as the teachers, in their rights, and shall strive to awaken in both teachers and pupils enthusiastic devotion to their work.

Sec. 32. *Care of Apparatus and Books.*—They shall be held responsible for the careful use and preservation of all apparatus, desk books, supplementary reading and reference books sent to their respective buildings, and shall see that all supplies furnished by the Board are carefully and economically used.

Sec. 33. *Attendance.*—The Principal of each building shall be at the school house at least thirty minutes before the hour for opening the schools in the morning, and twenty minutes in the afternoon, and see that the rooms are in proper order for the reception of pupils; that the clocks of the building correspond with the standard of time; and

that teachers are punctual in their attendance. They shall be held responsible for the neatness and cleanliness of the school houses and out-buildings, and they shall frequently inspect the out-buildings and in-door closets, and make such regulations for use thereof as shall insure their being kept in proper condition.

Principals shall remain at their respective buildings in the afternoon until the last dismissal hour, except when called away to attend the regular or called meetings of the Superintendent and Supervisors, or when excused by the Superintendent.

Sec. 34. *Supervision of Pupils.*—Principals shall see that pupils do not appear in or about the school yard earlier than thirty minutes before the opening of the school, superintend the deportment of pupils in the yards and vicinity of school houses during recesses and intermissions, see that good order is at all times preserved in the halls and stairways, and that pupils do not remain about the school premises after dismissal. They shall report to the Superintendent any refusal, after due and proper admonition, on the part of a teacher or pupil to comply with the rules of the Board. The Principal of the High School shall have power to require the attendance of any teacher in said school in a study room for supervision of the order of pupils therein, when such teacher shall not be on duty elsewhere.

Sec. 35. *Opening Rooms.*—Rooms shall not be opened for the admission of pupils, except in inclement weather, until the time set for teachers to be in their rooms.

APPOINTMENT AND DUTIES OF TEACHERS.

Sec. 36. *Appointment, Gradation of Salaries, Etc.*—At the first regular meeting in May, each year, the Board shall appoint, as far as practicable, the teachers for the next school year. Teachers thus appointed shall hold their positions until the close of the school year for which they shall be appointed, unless sooner removed by the Board. No one shall be eligible to appointment as a teacher in the grade schools who shall not have had a four years' High School course or its equivalent, and in addition thereto at least two years' work in a Normal or City Training School, or what may be considered as this equivalent in training and experience. The salaries of teachers shall be regulated by the salary schedule which is made a part of the Rules and Regulations of the Board.

Sec. 37. *Resignation and Discharge of Teachers.*—No teacher shall have the right to resign during the term for which he or she shall have been appointed without giving at least two weeks' notice. The resignation shall be in writing and filed with the Superintendent. Teachers may be discharged at any time, for improper conduct, incompetency to teach or govern their schools, unfaithfulness in executing the directions of the Superintendent, or violation of the terms of contract. Any unmarried woman accepting a position in the public schools of the city of Fort Wayne, shall do so subject to the following condition: That in case of the marriage of such teacher after her contract shall have been signed, and

before the time of termination of said contract, such marriage shall be deemed equivalent to a resignation of her position in the schools.

Sec. 38. *Teachers' Hours.*—Teachers shall be at their respective rooms thirty minutes before the time of opening schools in the morning, and at least twenty minutes in the afternoon. If "tardy" it shall be so marked upon the monthly report, and reasons therefor assigned. They shall not leave the building during school hours, without permission from the Principal, except to attend the regular or called meetings of the Superintendent and Supervisors.

Sec. 39. *Teachers' Meetings.*—All teachers are required to attend promptly all meetings of teachers called by the Superintendent, Supervisors, or Principal for the purpose of being instructed in regard to their duties, and for mutual consultation in all matters connected with the prosperity of the schools.

Sec. 40. *Faithful in Performance of Duty.*—Teachers shall open school promptly at the appointed time, devote themselves exclusively to instruction of their pupils, maintain good order, superintend the conduct of their pupils in the yards and vicinity of the school buildings during recesses and intermissions, in accordance with the direction of the Principal, and strictly adhere to the course of study and the use of text-books prescribed by the Board.

Sec. 41. *Opening of School.* Teachers will be expected to open their schools with appropriate exercises.

Sec. 42. *Means of Discipline.*—All teachers employed by the Board are entitled to the respect and obedience of their pupils, and while they are required to maintain order in school, and secure obedience to necessary rules, they are reminded that passionate and harsh expressions and injudicious measures tend only to evil; that the best disciplinarian is the one who can secure order by the gentlest influences. They should exercise a firm and vigilant, but prudent and paternal discipline; governing as far as practicable, by persuasive and gentle measures.

Sec. 43. *Moral and Social Culture.*—It is especially enjoined upon teachers to regard the moral and social culture of their pupils, as not less important than their mental discipline. They must not tolerate in them falsehood, profanity, cruelty, or any other form of vice. By example and precept they shall endeavor to form them to habits of social refinement.

Sec. 44. *Supervise Conduct in Hall and Yards.*—Teachers shall give careful and constant attention to the discipline, manners and habits of their pupils, not only in the school-room, but also during recesses and intermissions, while in the halls and yards, and, as far as practicable, while coming to, and especially while returning from school.

Sec. 45. *Co-operation with Principal.*—Teachers are required to co-operate with the Principal and Superintendent in seeing that the school building, furniture, apparatus, together with the yard, out-houses and other property, are not injured or

defaced by their scholars. And when such injury shall be done, they shall cause prompt remuneration or reparation to be made, or immediate notice of the same to be given to the Superintendent.

Sec. 46. *Acceptance of Pupils.*—No teacher shall allow any person to attend his or her school unless such person shall have been assigned to such school by the Principal of the building or the Superintendent.

Sec. 47. *Temperature and Ventilation.*—Teachers shall give particular attention to the temperature and ventilation of their rooms, taking special care to avoid injurious extremes of heat and cold. The proper temperature of school rooms in winter is from 68 to 70 degrees Fahrenheit. In no case shall pupils be exposed to draughts of cold air or be otherwise exposed, so as to destroy comfort and endanger health.

Sec. 48. *Private Work.*—No teacher in the public schools shall be allowed to keep a private school, or attend to the instruction of private pupils, before 6 o'clock p. m., except on Saturdays.

Sec. 49. *Co-operation with Others.*—A hearty co-operation with the Superintendent, and each other, and a cheerful compliance with the regulations of the Board, and the directions of the Principal and Superintendent, shall be rendered by all teachers.

Sec. 50. *Fraternities and Sororities.*—No teacher shall be employed in any department of the Elementary Schools or High School of the city who holds membership in any fraternity, sorority, club or society to which students are admitted and not open to all students, and attendance upon conventions, meetings, social functions, or other functions given by such proscribed organizations shall be deemed evidence of membership and held to be a violation of such teacher's contract and such teacher's employment shall terminate upon notice to the Board of Trustees of the School City that such teacher is a member of any proscribed organization or has participated in any convention, meeting, or social function or other demonstration thereof.

Provided that, societies formed by and under the control of churches, recognized benevolent organizations, and civic associations, and literary societies, debating clubs, and athletic clubs, and other societies formed of High School or Elementary school students wholly or partly, in which the membership is open to all students, and which are approved by the school authorities shall not be deemed as coming under the provisions of this regulation.

Sec. 51. *To Keep a Register.*—Each teacher shall be required to keep a register of the daily attendance of pupils, noting tardiness and bad conduct, and also keep a register of the names and residences of parents and guardians, and to make in a satisfactory manner all reports required by the Superintendent. No teacher shall be entitled to pay or reappointment until all reports and records are satisfactorily made.

Sec. 52. *Detention of Pupils.*—The teachers shall not detain any pupils at the noon intermission. No pupil shall be de-

tained during recess, except for wilful or persistent violation of the rules of the play ground. Pupils thus detained shall be permitted to go out at the close of recess and remain out five minutes.

Sec. 53. *Advertisements.*—No teacher shall announce, or allow to be announced or advertised, in any way whatever, in his or her school, any show, lecture, or other entertainment, or allow any agent or other person to exhibit in the school any book or article of apparatus or consume the time of teachers or pupils in any manner, without the consent of the Superintendent.

Sec. 54. *Care of School Property.*—Teachers shall have immediate care of their respective school rooms, and be held responsible for the preservation of all furniture and apparatus thereto belonging.

Sec. 55. *Responsibility of Teachers.*—Teachers shall be held responsible for the punctual attendance of their pupils.

Sec. 56. *Care of Pupils During Recess.*—Whenever pupils are passing in or out of the building, at the opening or closing of school, and during recess, teachers shall give such personal attention to their conduct as the Principal of the building may direct.

Sec. 57. *Visiting Other Rooms and Other Schools.*—Teachers shall not visit the rooms of each other during school hours, nor be absent from their school rooms without permission from the Principal. Teachers may visit other schools for the purpose of observing the modes of discipline, instruction, etc., as directed by the Superintendent upon advice from the Principal.

Sec. 58. *State Teachers' Retirement Fund.*—On and after the adoption of these rules and regulations, all persons who are elected to positions in the Fort Wayne Schools are required to become members of the local unit of the Indiana State Teachers' Retirement Fund. This article is embodied in the Teachers' Contract.

Sec. 59. *Absence of Teacher.*—The rule governing absence comes under the Salary Schedule.

Sec. 60. *Complaints of Teachers and Other Employes.*—Complaints from employes of the Board shall be brought before the Board at regular or called meetings only, but no complaint shall be heard by the Board unless the matters involved therein shall first have been submitted for adjustment to the Superintendent.

Sec. 61. *Complaints Against Teachers.*—Any parent or guardian feeling aggrieved for any cause against any teacher must make application for redress to the Superintendent. Complaints, against teachers, made to the Board, must be in writing. All such complaints will be heard at any regular meeting; provided, the parent or guardian and the teacher or teachers against whom the complaint is made be present. No complaint shall be heard which has not been first made to the Superintendent.

Sec. 62. *Notice to Parents or Guardians, Etc.*—It shall be

the duty of teachers (by the use of warning and special notices) to inform the parent or guardian of each pupil, who from absence, inattention, or any other cause, is failing in his studies or deportment, of such delinquency, and when no improvement follows such notification, the case shall be referred to the Superintendent, who alone is authorized to place the pupil in such grade as he may deem proper, or suspend him from school on account of wrong conduct. It shall be the duty of all teachers to acquaint themselves with the regulations of the School Board, and to co-operate with the Superintendent in their enforcement.

DUTIES OF PUPILS.

Sec. 63. Every pupil is required to attend school regularly and punctually; to conform to all the rules of the school; to obey all the directions of the Superintendent and teachers; to observe good order and propriety in deportment; to be diligent in study, respectful to teachers, kind and obliging to school mates; to refrain entirely from the use of profane or indecent language or conduct; to refrain from the use of tobacco in any form in or about the school building or grounds; to avoid communication during the hours of study and recitation without permission; to be clean and neat in person and attire; to practice self-government; to do right.

Sec. 64. *Truancy, Etc.*—Any pupil who is irregular in his attendance and frequently tardy, or who is guilty of truancy, or is habitually neglectful of his studies and of the rules of the school, may be suspended by the Superintendent or expelled by the Board, provided that such pupil be above the age set as the maximum in the Compulsory Education Law.

Sec. 65. *Character of Excuses.*—Sickness of the pupil or sickness in the family, or some pressing necessity, shall be the only excuses accepted for absence. Absences which occur when the attendance of the pupil would occasion serious and imprudent exposure of health, shall be regarded as absence caused by sickness. Excuses must state cause of absence.

Sec. 66. *Flags.*—The display of class flags, banners or other class devices in or about the High School Building and premises, or the raising of any class flag upon the flag staff, or the display thereof from any part of the building is absolutely prohibited unless permission shall have been obtained from the Principal of the school.

Sec. 67. *Banners and Symbols.*—The display in or about any school building of any banner or symbol of any organization declared unlawful by the laws of the State of Indiana, or the wearing of any badge, emblem, or symbol of such organization by any pupil or pupils in or about any school building is prohibited.

Sec. 68. *Cleanliness.*—Any child who comes to school without proper attention having been given to the cleanliness of his person or dress or whose clothes need repairing, may be sent home to be properly prepared for the school room.

Sec. 69. *Assembling at Unreasonable Hours.*—Pupils shall not be permitted to assemble about the school house at

unreasonable times before the commencement of school, or remain after they are dismissed.

Sec. 70. *Injuries to Property.*—Parents will be held responsible for any injury done by their children to the furniture or other property of the Board, and no pupil, whose parent or guardian refuses to make reparation for all such damage, shall be allowed the privileges of the school.

Sec. 71. *Order.*—On coming to school, pupils shall come directly into the school yard, and on entering the halls they shall pass directly to their rooms. Pupils shall refrain from rough play, pushing, boisterous conduct, and throwing missiles upon the grounds or in going to and from school.

Sec. 72. *Absence from Examinations.*—Any pupil who shall absent himself from any regular or appointed examination shall not be allowed to resume his seat without permission from the Superintendent.

Sec. 73. *Books and Stationery.*—Pupils shall be provided with such books and stationery as are prescribed by the course of study. Children whose parents or guardians are in indigent circumstances shall be supplied with books by the Board. These books shall be returned when the children leave school. The books may be obtained by calling on the Principal who shall after investigation make requisition upon the Superintendent, certifying that the issue of books and supplies is necessary and proper under the rule.

Sec. 74. *Absence for the Purpose of Receiving Religious Instruction or Taking Private Lessons.*—Pupils shall be excused for absence for the purpose of receiving religious instruction, or taking lessons in such branches of education as the parent or guardian may desire, provided such absence does not materially affect their regular studies, and satisfactory arrangements be personally made in advance by the parent or guardian with the Superintendent.

Sec. 75. *Non-Resident Pupils.*—A list of such pupils must be sent to the Superintendent the second Friday of each school year. On this list should appear the name of every pupil residing outside the city limits, with his grade, parent's or guardian's name and residence. A pupil whose parents or guardians live outside the city, but who is boarding or living with relatives inside the city, is considered a non-resident pupil. Whenever a non-resident pupil (whether an accession or a transfer from another school in the city) enters school after this list has been sent in, his name, grade, parent's or guardian's name, residence and date of entrance must be sent to the Superintendent's office. Indicate whether such pupils are accessions or transfers. When non-resident pupils present transfer certificates from Township Trustees, said certificates must be sent to the Superintendent without delay.

Sec. 76. *Punishment.*—Teachers are forbidden from inflicting corporal punishment except in the presence of and with the advice and consent of the Principal of the building.

RULES FOR GOVERNMENT OF JANITORS.

1. The janitor of each building shall wash the woodwork and windows, scrub the floors and stairs of the building,

dust the walls of the school rooms, scrub out the water-closets immediately before the school year begins each year, and clean the heating apparatus immediately after the close of the schools in June each year.

2. He shall make the fires at such times as to have the rooms properly heated at least thirty minutes before the opening of school and shall keep the rooms heated, as nearly as possible, to the temperature of 70 degrees Fahrenheit.

3. He shall each day sweep the school rooms and halls, and dust the furniture, and, as often as required, shall scrub the floor, dust the walls, and wash the woodwork and windows of the building. He shall sweep the water closets daily and wash them out as often as may be required to keep them clean. He shall use particular care to prevent any damage to such buildings, or any defacement thereof by obscene or other writings or drawings, and shall be held responsible for their good condition.

4. He shall keep the yards clean, mow and sprinkle the lawns, take care of the flowers, and shade trees and boxes in the yards and on the sidewalks, and keep the fences, out-buildings and basements in good condition.

5. He shall attend to filling the inkwells, cleaning the blackboards, and winding and regulating the clocks. He shall immediately after a fall of snow clean the steps of the building, and the walks about the building. He shall make all reasonable efforts to protect and care for school property, and shall report to the Principal all damage done to the same. He shall bring supplies from the Superintendent's office on order of the Principal.

6. At the end of each day's session he shall see that all the doors, windows, and gates in the school building and upon the premises, are properly closed and fastened and that all fires are safe.

7. Janitors shall be in attendance at their respective buildings at all times during school hours, unless sent elsewhere on school business by the Principal.

8. All janitors shall be under the control and jurisdiction of the Superintendent at all times, and in all things, and shall obey all directions given by him personally or through the Principal of the building or the Janitor-in-Chief.

9. Principals shall be held responsible for the faithful obedience and attention to duty of their respective janitors, and to this end shall receive from janitors respectful and cheerful obedience to orders and suggestions.

10. Janitors shall visit their respective building on Saturdays and Sundays and each day during vacations to see that the buildings are in proper order and in cold weather they shall keep sufficient fire at all times to keep the water pipes from freezing.

11. Janitors shall file with the Janitor-in-Chief each year at such times as the Janitor-in-Chief may require a full inventory of all tools and utensils belonging to their respective buildings.

12. In addition, janitors shall perform all duties not specified above, but connected with the care and use of the school property that the Board or Superintendent shall require.

13. He shall not allow any accumulation of ashes, sweepings or any other rubbish in any part of the building.

14. He shall see that the flag is properly displayed on each school day. The flag is to be put up as soon as he goes to the building and taken down before sunset.

15. The conduct of the janitor in or about the school building shall be such at all times as to set a good example before the children of the school.

16. No smoking is to be permitted in or about the building in the presence of any children or teachers.

17. The use of intoxicating liquors in or about the school buildings by janitors, engineers, firemen or other employees of the Board is hereby strictly forbidden, and all such employees are prohibited from appearing in or about the school buildings at any time while under the influence of intoxicants.

It is hereby made the duty of the Principal of the building to report any infraction of the foregoing provisions.

The habitual use of intoxicants by any employee will be held dangerous to the schools and a cause for dismissal.

ENGINEERS AND FIREMEN.

1. Engineers shall make the fires at such times as to have the rooms properly heated at least thirty minutes before the opening of school, and shall keep the rooms heated, as nearly as possible, to the temperature of 70 degrees Fahrenheit.

2. Engineers shall keep sufficient fires in their respective heating plants in cold weather to keep all steam and water pipes from freezing and they shall have their respective buildings warm on scrubbing days. The engineer of the High School shall keep the office in such school comfortably warm on each Saturday and on such days in the winter vacation as may be required.

3. Engineers shall not be absent from their respective school buildings during school hours without the knowledge and consent of the Principal, and when a fireman is employed such fireman shall not be absent within working hours without consent of the engineer, nor shall both engineer and fireman be absent at the same time within working hours.

4. Engineers shall make all necessary repairs to the heating apparatus in their charge at the close of the schools in June of each year and shall assist in making general repairs at the different school buildings during the summer vacation, and assist in cleaning their respective buildings before the opening of schools in September.

ATTENDANCE OFFICERS.

1. The Attendance Officers shall be under the charge of the Board of Education and the Superintendent of Schools.

2. Each Attendance Officer shall exercise all the powers and

perform all the duties of a Truant Officer under the laws of the State of Indiana.

3. Each Attendance Officer shall, under the direction of the Superintendent, cause complaints to be made against all persons who shall continually violate the Compulsory Education Law. He shall keep a record in detail of all such cases.

4. On the last of each month, each Attendance Officer shall submit a full and detailed report of the work done during the month.

5. Attendance Officers shall be required to investigate all reports of absence, truancy and of children not attending schools, given to them from the office of the Superintendent or by the Principals of the various buildings.

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